

# HOUSING REHABILITATION MANAGER

## Department of City Development

*NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

**PURPOSE:** Under the direction of the Commercial and Residential Rehabilitation Manager, the Housing Rehabilitation Manager plans, develops, coordinates, implements, and manages housing loan and grant programs for the Department of City Development (DCD).

### ESSENTIAL TASKS:

- ♦ Coordinates housing loan and grant program activities to ensure efficiency, program compliance, and a high level of customer service.
- ♦ Coordinates the timely review and processing of client applications.
- ♦ Supervises technical, financial, and clerical staff, including coordinating and managing workload, making hiring recommendations, preparing performance appraisals, and handling disciplinary issues.
- ♦ Monitors compliance with program goals, project objectives, and local and federal regulations and contract provisions. This includes reviewing cost-estimated rehabilitation scopes of work. Directs on-site construction inspections and records management.
- ♦ Plans, designs, and markets housing rehabilitation programs.
- ♦ Maintains relationships with partners, including local policymakers, community-based organizations, and residents, and assists with outreach to highlight the department's housing and neighborhood development loan and grant programs.
- ♦ Participates in program development and process improvement projects to ensure that programs meet applicable guidelines and are aligned with departmental goals.
- ♦ Assists with developing and monitoring annual operating and capital budgets.
- ♦ Maintains records and prepares reports.
- ♦ Performs other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. Bachelor's Degree in business administration, architecture, real estate, public administration, finance, construction management, or a related field from an accredited college or university.

**IMPORTANT NOTE:** College transcripts are required and must be received within three business days after the application period closes. College transcripts may be attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov), or sent to Box HRM-DCD, Department of Employee Relations, City Hall, Room 706, 200 E Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

2. Four years of progressively responsible experience in program management including performing duties similar to those described above.

*Equivalent combinations of education and experience may be considered.*

3. Residency in the City of Milwaukee within six months of appointment and throughout employment.
4. Valid Wisconsin driver's license at time of appointment and throughout employment.
5. Availability of a personal vehicle for use on the job (*mileage reimbursement provided*).

### DESIRABLE QUALIFICATIONS:

- ♦ Supervisory experience.

## ***Housing Rehabilitation Manager***

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- ♦ Experience with federal Community Development Block Grant (CDBG) and HOME loan and grant programs as well as the City of Milwaukee Neighborhood Stabilization Program (NSP).
- ♦ Experience working with community-based organizations, especially those focusing on housing and neighborhood quality of life issues.
- ♦ Familiarity with City of Milwaukee neighborhoods, their housing characteristics, and the housing needs of Milwaukee's residents.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- ♦ Knowledge of program management.
- ♦ Knowledge of residential rehabilitation and construction and contract management, including housing code standards and rehabilitation cost estimating.
- ♦ Knowledge of real estate transactions.
- ♦ Knowledge of federal housing programs, regulations, and requirements.
- ♦ Knowledge of loan underwriting principles and standard practices.
- ♦ Knowledge of customer service principles and a commitment to customer satisfaction.
- ♦ Supervisory skills, including assigning and auditing work, assisting and directing staff, and monitoring employee performance.
- ♦ Analytical and problem-solving skills.
- ♦ Ability to make independent decisions.
- ♦ Ability to plan, establish priorities, and complete work within deadlines.
- ♦ Honesty and integrity.
- ♦ Ability to work effectively with a variety of people, including loan clients, construction contractors, coworkers, City officials, representatives of other agencies, and the general public.
- ♦ Oral communication skills.
- ♦ Written communication skills, including the ability to prepare correspondence and reports.
- ♦ Proficiency using word processing, spreadsheet, and database applications, including generating reports.
- ♦ Ability to perform accurate financial calculations.

**CURRENT PAY RANGE (1DX):** \$53,519 - \$74,922 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **April 19, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**APPLICATIONS** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling 414.286.3751.